



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

PROBATION DIRECTOR

Class No. 000399

■ CLASSIFICATION PURPOSE

To plan, direct, and organize the operation of a major probation service concerned with corrective and/or preventative services to adult and/or juvenile probationers; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is an unclassified management class allocated only to the Probation Department. Incumbents report to an assigned Deputy Chief Probation Officer and have significant responsibility for formulating policies and procedures and managing the activities of an assigned Probation office, facility or program.

■ FUNCTIONS

The examples of functions listed in the class specification(s) are representative but not necessarily exhaustive or descriptive of any one position in the class(es). Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

Juvenile Institutions Option:

1. Plans, directs, and coordinates the activities of an assigned juvenile detention facility.
2. Formulates and implements policy and procedures relating to the operation of an assigned juvenile institution.
3. Administers the operation of juvenile camp facilities which provide Court-ordered custodial and rehabilitation programs for juveniles Countywide.
4. Develops and administers programs for juveniles which aid transition from camp custody to a return to the community.
5. Coordinates activities with boards of education, community agencies and law enforcement agencies.
6. Develops, implements and administers education, training and therapy programs for juvenile camp facilities.
7. Supervises subordinates staff.

Adult Field Services Option:

1. Plans, directs, coordinates, and evaluates the activities of an assigned adult field office.
2. Formulates and implements policy and procedures relating to the operation of adult field services.
3. Establishes staffing levels based upon existing and projected workloads.
4. Reviews legislation services to address preventive and remedial treatment of offender behavior.
5. Plans and implements services to address preventive and remedial treatment of offender behavior.
6. Prepares and presents reports to the Courts relative to referrals of offenders for probation.
7. Acts as liaison with the courts, law enforcement and other governmental and community agencies.
8. Supervises subordinate staff.

Juvenile Field Services Option:

1. Plans, directs, coordinates, and evaluates the activities of an assigned juvenile field office.

2. Formulates and implements policy and procedures relating to the operation of juvenile field services.
3. Administers the filing of juvenile petitions in Juvenile Court, and reviews and makes recommendations for the disposition of cases.
4. Formulates and implements policies relative to submission of reports to Juvenile Court in dependency cases.
5. Acts as liaison with the Courts, law enforcement and other governmental and community agencies.
6. Formulates County policy and procedure on contracting.
7. Supervises subordinate staff.

Criminal Justice Research Option:

1. Plans, directs, coordinates, and evaluates the Criminal Justice Research program goals objectives, policies, and priorities.
2. Develops policy concerns into potential research projects.
3. Identifies and secure funding sources to support division activities.
4. Oversees research, design studies and collection instruments, statistical analyses, and findings.
5. Represents the Criminal Justice Planning, Research and Evaluation Division to other department divisions, County and outside agencies to explain, justify and defend programs, policies and procedures.
6. Manages and participates in the development and administration of the division program budget; directs the forecast of additional funds needed for staffing, equipment, materials, and supplies; directs the monitoring of and approves expenditures.
7. Coordinates response to media requests concerning reports and criminal justice issues; presents results of research to local, state, and national groups.
8. Supervise subordinate staff

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Program planning principles, and policies and procedures.
- Methodology to preventive and/or remedial services for offenders.
- Types and applications of preventive and/or remedial services offenders.
- Current issues in Criminal Justice Administration relative to preventive and remedial services and legal issues.
- Laws and legal issues impacting the field of probation.
- Principles and techniques of supervision, training, and general administration.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Criminal Justice Research Option:

- Criminal justice system functions, organization, and options.
- Research methods and statistical analysis techniques.
- Data collection, analysis and presentation.
- Project management methods and techniques.
- Principles and practices of organizational management, analysis and evaluation of programs, policies and operational needs.
- Modern and complex principles and practices of program development and administration.
- Laws and legal issues impacting the field of probation.
- Principles and techniques of supervision, training, and general administration.
- Grand funding and application.
- Safe driving principles and practices.
- Computer modeling techniques and systems.
- County customer service objectives and strategies.
- The General Management System in principle and in practice.

Skills and Abilities to:

- Plan, direct, and coordinate the activities of an assigned adult/juvenile institution/field office or facility.
- Formulate and implement policy and procedures relating to the operation of a Probation office or institution.
- Identify and resolve operational problems in remedial services programs for offenders.

- Develop and implement education and training programs for inmates or juveniles in conjunction with school districts and other agencies.
- Prepare and present findings and reports to Courts, departments, and other agencies.
- Supervise and train subordinate staff.
- Develop and maintain effective interpersonal and diplomatic relationships with fellow employees and outside agencies.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

Criminal Justice Research Option:

- Plan, direct and coordinate the work of professional and technical personnel.
- Ensure that evaluations link research to practice to support regional crime control planning and policy. Develop, implement and administer goals, objectives and procedures for providing effective and efficient criminal justice research services.
- Research, analyze and evaluate new research opportunities, methods, procedures and techniques.
- Establish and maintain effective working relationships with those contacted in the course of work, including department executives and managers, other County agencies, community groups and the general public.
- Communicate effectively orally and in writing.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, three (3) years of supervising experience in planning, directing, and coordinating staff providing remedial and/or preventive services in a field or institutional unit.

Note: The possession of a post graduate degree in human behavior sciences, criminal justice, public administration, business administration, or a related field is highly desirable.

Criminal Justice Research Option:

A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies, AND, three (3) years of supervising experience in planning, directing, and coordinating staff providing remedial and/or preventive services in a field or institutional unit, professional experience conducting research and analysis of criminal justice related data, and the use of computer information systems and computer modeling techniques.

Note: The possession of a post graduate degree in human behavior sciences, criminal justice, public administration, business administration, or a related field is highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification(s). Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 10 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

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